

WORK ACTIVITIES	DELIVERY DATE	MILESTONS / PROGRESS	RAG	PROGRESS
Small Business Applications : Re-let contract	Q4 22/23	Award call-offs	N/A	Mar 22 Case made and approved to put CODA variations through as non-competitive action so freeing budget Apr 22 Support and maintenance extended to April 23
SCOTS Hardware: Replacement of HP830 G5	Q2 23/24	Secure funding Agree roll-out mechanism Agree devices to be replaced Order Roll-out Return replacements	N/A	Went through DB checking devices needing refreshed. SK sent me list from SCCM of devices serial numbers. Checked warranty expiration date for all LT's. Sent list and email of how many we need to replace to SK and calculated cost.
Windows 2012 R2: Withdrawal of support	Q3 23/24	s0044a, SEDSH 28 and BN11GLA due for upgrade by October 23 when Server 2012 R2 goes end of life 1. Get licence quote from Softcat 2. get advice from Modus 3. Run upgrade of dev1169a test server with snapshot 4. Run upgrade of BN11GLA with snapshot in place 5. Use learning from dev1169a to upgrade	N/A	29/12/22 Requested licence quote from Softcat and advice from modus Jan 23 Bn11gLA and s0044a updated. SEDSH 28 scheduled for Friday 3rd Feb

		BN11gLA and s0044a		
CODA: re-design	Complete Q3 22/23	Establish requirement Work with Modus and business on delivery Test Go-live	Green	<p>5/2/2020: Procurement ICT Group gives go-ahead for further automation - S Kelly and J McDonough to lead March, April, May, June July and August - various meetings to draw together requirements spec for automation of pre-procurement and supplier feedback processes</p> <p>Aug 2020: Amendment agreed to Invoice Register that will allow an updated CODA to display invoice details</p> <p>Sep 2020: Recommendation to use Questback for survey functionality following testing</p> <p>Oct, Nov and Dec- further meetings, mainly to refine and add to requirements spec</p> <p>21/2/21 Final internal draft complete</p> <p>17/3/21: Spec issued to Modus</p> <p>29/3/21: Ballpark figure for development received</p> <p>26/4/21 Development proposal received and recommended for acceptance to Business Area</p> <p>30/4/21 Modus given go-ahead to proceed</p> <p>29/6/21 Small amendment to spec issued</p> <p>12/7/21 Data and SCOTS whitelist details to Modus to allow further regression of Invoice Register change</p> <p>21/9/21 Modus attended PICT meeting to discuss delivery in late October</p> <p>1/11/21 Delivery of test system</p>

			<p>12/11/21 Contract reference changes made to Invoice Register</p> <p>Nov onwards: System testing</p> <p>Mar: 22 Wrote paper on date migration for system upgrade</p> <p>May 22: Data migration plan produced</p> <p>28/6/22 Data update scripts written and tested and go-live date of 5th July agreed</p> <p>5/7/22 Soft go-live of CODA for Procurement staff only, including data manipulation scripts. Project Managers to follow at later date (likely Q2 22/23)</p> <p>11/10/22 PMs now live</p> <p>29/12/22 Some small bugs still in place</p>
ONELAN: widen use	TBC	<p>Look at SG arrangements</p> <p>Agree requirement</p> <p>Let tender (if not-shared service route)</p> <p>Produce security paper</p>	<p>19/9/18: Was able to confirm that SGoRR have OneLan devices on SCOTS</p> <p>7/3/19: Met with Onelan rep to spec requirements for BH</p> <p>11/3/19: Engaged with Comms team to discuss implementation of service and content</p> <p>26/3/19: Met with SAAS to view Onelan network and content with Comms</p> <p>21/8/19: 1<sup>st</sup> Draft of Security paper submitted</p> <p>06/09/19 iTECS response to security paper received</p> <p>29/05/20 Reviewed iTECS feedback with SK</p> <p>28/8/20 Updated Security paper, seeking assistance with network diagram</p> <p>13/5/21 Submitted first draft of security documentation,</p>

				<p>receiving reply on 25/5 - will re-vist as part of future procurement exercise</p> <p>16/12/21: Provided information to Social Security Scotland who are intereted in the Onelan product also.</p> <p>08/04/22: Provide new Social Security project with Onelan informatio</p>
<p>Obsolete Equipment: secure destruction</p>	<p>Q4 22/23</p>	<p>Identify items for destruction</p> <p>Agree pricing with supported business</p> <p>Pick-up of devices</p>	<p>Green</p>	<p>05/11/2019: Identified all items and equipment for destruction.</p> <p>10/01/20: Need to contact CCL North to get quote for destroying items. Will contact Steven Dickson as he recently used them.</p> <p>30/04/21: No further progress.</p> <p>1/7/21 Scope proposal produced for further destruction exercise</p> <p>25/01/22: Provided list of devices to Capito, inspected devices for faults and moved devices on asset database</p> <p>22/02/22: 1st WEEE Collection of Lenovo and HP laptops through Capito. 252 devices removed</p> <p>29/04/22 Review Blanco certificates</p> <p>June 22: Agreement to use Revenue Scotland arrangement for non-SCOTS VQ equipmment</p> <p>21/09/22: Capito laptop collection for Blanco Wipe and WEEE Recycling</p> <p>20/12/22: WEEE Bin collection</p> <p>23/12/22: Buchanan House WEEE collected and seperated for various collections</p> <p>5/1/23: Captio laptop collection for Blanco Wipe and WEEE Recycling of SCOTS devices.</p>

				7/2/23 CCL North clearing all WEEE equipment in BH, including non-SCOTS items requiring secure destruction
Smarter Workplaces: support overall programme	Q4 22/23	Invetry Demo Meeting Room A/V ICT Moves Accommodation Planning	Green	<p>Jan 22 Initial engagement with iTECS re poss interim move</p> <p>25/2/22 Meeting with iTECS re possible interim move to George House</p> <p>28/2/22 Visit to 177 Bothwell St</p> <p>25/3/22 Meet with iTECS and DataVita re 177 Bothwell St comms options</p> <p>29/4/22 Visit to 177 with iTECS</p> <p>30/5/22 Further meeting with iTECS on Datavita cabling proposals and 'soft-approval' received</p> <p>10/10/22 Cabling proposal for 177 received</p> <p>12/10/22 Internal fibre in place between Comms Rooms in GH</p> <p>16/10/22 SWAN line now in GH</p> <p>19-20/11/22 Supported consolidation into 4th and 5th Floor in BH</p> <p>25/11/22 AQ equipment snagged and remediated</p>
Drawing Tablets: Investigate feasibility	TBC	Waiting on comms to trial some tablets.	Green	<p>21/11/2019: Spoke to Rachael Morris from comms to pick this up again.</p> <p>29/07/20: Emailed comms to see if they will still want to proceed with this in the future. Waiting for a response.</p>

				<p>05/08/20: Comms responded saying they would still like to trial this and involve the Digital Team.</p> <p>04/10/22: No further progress.</p>
IFIX: Staff refresher training	TBC	<p>Review and update automated processes with iTECS</p> <p>Develop training content and clear with HR</p> <p>Advertise training and deliver</p>	Green	<p>01/11/20: FAQ's section is being typed up to cover regular questions for iFix and guidance has already been published on Saltire to inform staff of TS processes.</p> <p>05/02/20: FAQ section on Saltire went live to direct/guide people on common issues.</p> <p>13/11/20: No further progress. This may change due to iTECS looking at making Teams available to staff in early August. To be discussed with Martin.</p> <p>14/03/21: No further progress.</p>
Cyber Resilience:	Ongoing	<p>Ensure cyber Essentials re-qualification</p> <p>Re-energise internal Cyber Security Group</p> <p>Put in place CIRP</p> <p>Put in place cyber assessments for contracts</p> <p>Arrange staff training</p> <p>Arrange phishing exercise</p>	Amber	<p>Jan 22 - First draft of SG Cyber Resilience survey completed. Meeting to review 4/2/22. submission deadline 28/2/22</p> <p>1/3/22 Cyber conference</p> <p>Early March - various responses re Ukraine and 2 x survey responses to SG CRU</p> <p>May 22 Internal audit of cyber resilience</p> <p>June 22 Response to audit findings produced</p> <p>05/07/22: Met with Barrier on CE assessment</p> <p>15/07/22 - CE Awarded for Transcot and Traffic Scotland TSIS</p> <p>25/7/22 Finalised audit report received</p> <p>29-31/8/22 GOB on Security Awareness training</p> <p>29/9/22: CE+ Contact Moved to Trevor Philips</p> <p>01/11/22 CE+ Assessment on hold as CE Certificate did not register correctly with IASME</p> <p>01/12/22: Completed known questions of new CE</p>

				<p>Questionnaire and asked for additional information from TP and DS</p> <p>Jan 23 Progress on most audit findings</p>
Lone Worker System: procure	TBC	<p>Agree requirement</p> <p>Assist with procurement strategy</p> <p>Further tasks dependent on procurement route</p>	Amber	<p>3/1/18: Project seems to have stalled due to pressure of other work on the TS Health &amp; Safety advisor</p>
Supplier Feedback Database:	TBC	<p>Discuss feasibility with Business Area</p>	Green	<p>29/6/20 - Report amendment complete. Ultimately, database will be superseded by CODA improvements</p> <p>28/4/21 Fledgling survey built in Questback</p> <p>June / July 21 Further amendments to Questback and planning re amendment to Access Database to allow bulk import</p> <p>April 22 Database amended to allow bulk import</p> <p>dec 22 Amendment for use with O365</p>

Resilience Room	Q4 22/23	Provide support for an ICT improvement program for the TSNCC Resilience Room	Green	<p>19/2/20 WAP Quote  20/2/20 MFD Delivery  Aug 21 Refresh of desktop kit (monitors, docks, peripherals)  Aug 22 Upgrade of desk and conferencing equipment agreed, as well as improved on-SCOTS wifi  31/08/22 Resilience Room Project Plan Created  1/9/22 Requested WAPs and Cabling quote  8/11/22 On-site assessment with ACI (cabling contractor)  28/11/22: WAPs Arranged and Brackets ordered in advance of ACI cabling installation  11/1/23: Cabling and WAP Installation Arranged for 18/1/23  Late Jan 23 Cabling in place and WAPS confirmed as operable</p>
TRANSCOT support	Complete Q3 22/23	Procurement spec ITT Score tender responses Award contract Award call-off Decommission Set PC up as standalone device and move to GH	Amber	<p>22/1/21 Procurement strategy submitted  w/c 22/2/21 Draft procurement documents  18/3/21 No responses received  April Discussions with other interested parties  22/4/21 Contract ended with Leidos  June 2nd tender issued and won by MLR Networks  29/6/21 Contract awarded with start date of 1/7/21  7/7/21 First meeting with MLR. Introductory documents sent to allow familiarisation  Nov 21 onwards engagement with MLR re rdp, intente and certification issues  Mar 22 Above issues all solved  Apr Paper submitted to MLR for move of vpn from ADSL  May Work given to MLR for vpn amendments. Paper produced on decommissioning.</p>

			<p>DPIA and cloud assessment produced for temporary use of Google Drive for data currently held on TRANSCOT</p> <p>Aug 22 Approval from Director FCS to decommission TRANSCOT and use Google Drive for 1 year</p> <p>20/9/22 Google Drive now in place and TRANSCOT vpn disabled. Work still required to find a home for MOIRA</p> <p>27/10/22 MOIRA successfully installed and user tested on Devnet</p> <p>Dec 22 TRANSCOT physically decommissioned</p>
Office 365	Q4 22/23	<p>Project Board Membership - S Kelly</p> <p>Project Engagement Network (PEN) Group membership - All</p> <p>Various guidance reviews</p> <p>Adhoc advice</p> <p>Set-up planning with Corporate managers</p> <p>Additional training?</p>	<p>No Project Board meetings since February</p> <p>October: Various pieces of guidance reviews through PEN Group and support for roll-out of Phase 1 (IM and meetings)</p> <p>November: Consideration of Phase 2 (Teamsd and Channels) and impact on business</p> <p>January: Phase 2 Roll out and Comms</p> <p>26/4/21 Meeting re Phase 3 (Apps)</p> <p>21/5/21 Training on OneNote delivered as part of Learning At Work day</p> <p>25/5/22 Meeting with iTECS re removal of G drive, H drive and public folders</p> <p>Aug 22 S Kelly added to iTECS pilot of O365 desktop products</p> <p>27/10/22 Trawl issued for M365 early adopters</p> <p>14/11/22 Number of spaces on trawl reduced to five by iTECS</p> <p>so details of first responders</p>

				provided Jan 23 27 additional trialists given access
MFDs	Q3 21/22	MFD Procurement for extending the lease of MFDs in use within Transport Scotland	Green	21/6/21 Procurement Strategy submitted 5/7/21 1st draft reviewed, altered and resubmitted. 28/7/21 Submitted to Director of Purchasing 03/08/21 Approved by Director of Purchasing 18/8/21 Signed at Transport Scotland end and paperwork complete MFD Contract in place until October 2023 Dec 22 Tentative agreement to move to Ricoh from Q3 22/23 to ensure we can continue to use SCOTS Equitrac
Scotrail Holding Company	Comple te Q3 22/23	1. Explanation of options for ICT provision 2. Introduction to iTECS 3. Design of ICT service from TS to new company	Green	July 21 Meeting with consultants (Arup) and various further questions fielded by email August September and October 21: Provision of various pioces of advice / engagement with iTECS re on- boarding Nov 21 Organisation now exists on SCOTS Dec onwards fielded variety of queries July 22 - Request for clarification on SRH possibly moving off SCOTS Sept 22 - Meeting with iTECS re move away from SCOTS - date of closure 2/11/22

				10/11/22 All SRH SCOTS accounts now closed
PAG - clear database for new contract and some later development work	Q4 22/23	<ol style="list-style-type: none"> <li>1. Take PAG off-line</li> <li>2. Provide with you with the last tranche of files;</li> <li>3. Clear out files from the server;</li> <li>4. Backup the database;</li> <li>5. Clear the database of everything other than standing data and TS users</li> <li>6. Provide backup in Access</li> </ol>	RAG	<p>24/9/21 Database cleared of non-standing data and previous data and documents archived</p> <p>Jan 22 - Wrote requirement spec for some limited system changes</p> <p>Jun 22 - Provided comment on amendments proposed by Business Area</p> <p>Sep 22 Business case submitted and pricing agreed. Development underway</p> <p>27/10/22 UAT under way</p> <p>23/12/22 Further small tranche of development work agreed</p>
PAT Testing. N.B Can't start until refresh of HP820 and 840 devices complete	Q3 23/24	<ol style="list-style-type: none"> <li>1. Agree scope</li> <li>2. Arrange through Facilities / Mitie</li> </ol>	Green	<p>14/10/21 Agreement with Health &amp; Safety that newly PAT-tested HP charges can be plugged into desk plug points as part of standard desk equipment offering</p> <p>25/8/22 Agreement to run exercise in house early in 2022 following training</p> <p>27/9/22 Training arranged for 14/11/22</p> <p>14/11/22 Attended training</p>
Telephony	Q3 22/23	Produce Options paper once iTECS service is available	Not Started	<p>Ocr22 Pricing received for Teams dialler. Deadline for paper 30/11/22</p> <p>Jan 23 Submission made to Head of Corporate Services re way forward</p>

E-Learning	Q4 22/23	Advice and otyher tasks as required	Amber	Feb 22 Advice provided on SCOTS compatibility and procurement routes. Other tasks on demand 08/04/22 Health & Safety e- Learning CSPST Risk Assessment Completed Aug 22 Checked suitability of cyber security course 28/10/22 Tested DSE course Jan 23 Meeting with HR re using cyber secuirioty course for inductees
Decant to George House	Q4 22/23	1. Proposal on using equipment with existing desks 2. Plan comms provision with iTECS	Green	24/5/22 Desk proposal produced and initial investigation re existing comms provision to building (Openreach) 31/8/22 Openreach visit arranged for installation of monitoring line. Fibre install viewed as 'Quick Win' 29/8/22 iTECS approaching ACIT re internal fibre between rooms Sep 22 Various Openreach visits. Wayleave also signed for Commsworld line. ACI to install intyernal fibre on 3/10/22 Oct 22 All fibre installed. Still some work required on establishment of services by Openreach and Commsworld 12/10/22 Internal fibre in place between Comms Rooms 16/10/22 SWAN line now in place and confirmed operable Nox 23 all access withdrawn due to lease issue
GIS	Q4 202/23	1. Take on routine server and licensing tasks from departing colleague 2. Virtualise BN11GLA server 3.Come to	Amber	10/6/22 Routine services documented 28/6/22 Data holdings on BN11 cut by 60% iTECS asked for proposal on virtualisation 1/7/22 Meeting with SG GI- SAT re shared service and noteb produced for Head of Corporate Services

		agreement with SG re mapping services	6/10/22 BN11 now virtualised 17/1/23 Meeting with OS and business reps re potential service / data offerings 30/1/23 Walkthrough of GIS tasks for rest of team 3/2/23 Further meeting arranged
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